



Preparing for College and Careers

Course Description

Preparing for College and Careers addresses the knowledge, skills, and behaviors all students need to be prepared for success in college, career, and life. The focus of the course is the impact of today's choices on tomorrow's possibilities. Topics to be addressed include twenty-first century life and career skills; higher order thinking, communication, leadership, and management processes; exploration of personal aptitudes, interests, values, and goals; examining multiple life roles and responsibilities as individuals and family members; planning and building employability skills; transferring school skills to life and work; and managing personal resources. This course includes reviewing the 16 national career clusters and Indiana's College and Career Pathways, in-depth investigation of one or more pathways, reviewing graduation plans, developing career plans, and developing personal and career portfolios.

Suggested Prerequisites

None

Course Materials

Required

- Microsoft Office or Google Docs (See the Minimum Technical Skills and Special Technology Utilized by Students)
- Reliable Internet Access
- Laptop or Desktop (Tablets need Puffin app for internet browsing)

Learning Objectives/Learning Outcomes

Upon completion of the course, students will...

- evaluate personal characteristics to develop and refine a personal profile.
- investigate one or more Career Clusters and Indiana's College and Career Pathways, based on individual interests, to further define career goals.
- analyze college and other postsecondary options to know what educational opportunities are available after high school.
- apply higher order thinking and problem solving processes to make decisions about education, life and career.
- create flexible plans of action for achieving personal goals through secondary education, college, career and life.
- demonstrate personal skills needed for success in personal, family, community, and career aspects of life.

Units of Instruction

- Unit 1: Exploring Self



- Unit 2: Exploring Careers
- Unit 3: College and Postsecondary Options
- Unit 4: Making Decisions and Making a Plan
- Unit 5: Personal Skills
- Unit 6: Employability Skills

Assignments

The course includes the following assignments:

1. 2 Discussions
2. 20 Dropboxes
3. 17 Quizzes (Includes Unit Test and Final Exam)

Grading / Evaluation

Grading Scheme

Course grades will be determined as follows:

97% or better	A+	77% to 79%	C+
93% to 96%	A	73% to 76%	C
90% to 92%	A -	70% to 72%	C -
87% to 89%	B +	67% to 69%	D+
83% to 86%	B	63% to 66%	D
80% to 82%	B -	60% to 62%	D-
		59% or less	F

Assignment Descriptions and Weightings

The assignments for this course are weighted as follows:

Assignments	Percentage of Final Grade
Course Work (Discussions, Dropboxes and Quizzes)	70%
Final Exam	30%
Total	100%



Instructor Contact Response Time

Contact information for the Indiana Online Instructor can be found by clicking on the Course Home link in the navigation menu.

The instructor will respond to student inquiries (email, text, call) **within 24 hours**. Assignments will be graded within 24 hours and grades will be posted.

Information about Final Exam

The Final Exam must be proctored. Final Exams count for 30% of the total grade.

Expectations for Academic Conduct

Student Handbook

It is your responsibility to read the [student handbook](#) and contact your instructor if you have any questions.

Acceptable User & Netiquette Policy

The [Acceptable Use Policy](#) outlines the guidelines and behaviors that all users (administrators, teachers, students and parents) are expected to follow when participating in the Indiana Online program.

Academic Integrity

Honesty is the [Indiana Online policy](#)!

CIPA

The [Children's Internet Protection Act](#) (CIPA) is a federal law enacted by Congress to address concerns about access to offensive content over the Internet on school and library computers.

Assistance for Students with Disabilities

Indiana Online supports an inclusive learning environment for all students. If there are aspects of the instruction or design of this course that hinder your full participation, such as inaccessible web content, or the use of non-captioned videos and podcasts, reasonable accommodations can be arranged.

Learn more about the [accessibility features](#) in Indiana Online's Learning Management System (LMS), Desire2Learn.

Suggested Assistive Technologies

- Screen Readers: [VoiceOver](#) and [NVDA](#)
- Chrome Extensions: [ChromeVox](#) and [Speakit!](#)



Minimum Technical Skills and Special Technology Utilized by Students

This course is totally online. All instructional content and interaction takes place over the internet. In addition to baseline word processing skills and sending/receiving email with attachments, students will be expected to search the internet and upload / download files. In addition, students may need one or more of these [technology plug-ins](#) to access course materials and content.

Students should have access to Microsoft Office or have an established Google account to work on course documents.

Technical Questions? Please contact the [Indiana Online Helpdesk](#).